

**PEACE CORPS  
OVERSEAS REQUEST FOR QUOTATION (RFQ) FOR  
VIDEO PRODUCTION FOR PEACE CORPS NEPAL**

**RFQ Number:** PR-367-000110

**Date:** June 8, 2016

Peace Corps intends to offer a firm-fixed price contract for revising developed entitled "Home Stay Video for Peace Corps/Nepal".

Interested vendors should submit a quote for the services as described in this RFQ.

Quotes are due by the following address by 4:00 p.m. on **June 24, 2016**

**Questions:**

To request any additional information or questions, send an email with contact information to: [mtamang@peacecorps.gov](mailto:mtamang@peacecorps.gov). The current video can be provided on request. For request, please send mail to the same email address.

Any questions regarding the RFQ may be addressed to the same address. Questions are due by June 15, 2016. Any questions received after this time may not be answered. All questions must be in writing and responses will be distributed in writing to all requesters.

No phone inquiries will be accepted. RFQ received after the closing date will not be accepted.

**Primary Contact Name:** Mingma Tamang

**Address:** Peace Corps Nepal, Chakrapath, Maharajganj, Kathmandu, Nepal

**Email:** [mtamang@peacecorps.gov](mailto:mtamang@peacecorps.gov)

**A. Price/Period of Performance:**

Period of performance: 5 weeks, or schedule determined by the response to the RFQ

Supplier Unit Quotes shall be a Firm Fixed-Price, and inclusive of any administrative or overhead costs.

**B. Statement of Work/Specifications**

**Background:**

Since 1962 more than 4,000 Peace Corps Volunteers have served in Nepal in various sectors in different parts of the country. Currently, Volunteers are working in a Food Security project, with gender and youth as cross sector programming priorities. Peace Corps has three goals: 1) To help the people of interested countries meet their needs for trained men and women 2) To help promote a better understanding of the American people on the part of Nepali people and 3) To help promote a better understanding of the Nepali people on the part of the American people.

Peace Corps Volunteers undergo a three-month training during which they live with Nepali families. When they go to their permanent sites, they again live with families for two years. The homestay program is a very important part of the Volunteer experience. The homestay experience contributes to Volunteers' community integration and helps to promote Volunteer safety and security. The homestay experience also promotes and above mentioned goals 2 and 3 of Peace Corps- cultural exchange.

In 2014, Peace Corps completed a Home Stay Video of 18 minutes to be used as an outreach and education tool with prospective host families of Peace Corps Volunteers. The 2014 homestay video is available on youtube at <https://www.youtube.com/watch?v=7x4ePyxkQLs> After more than 2 years of use, Peace

Corps has identified requirements to modify the 2014 video in certain areas to update the video to current needs.

**Purpose of the video:**

During the homestay experience, homestay families and Volunteers experience both challenges and joys. We would like to capture these experiences from our currently serving Volunteers and their families who are in West and Mid-West Region for the following purposes:

- To train Homestay Families about the purpose of the homestay program and the roles and responsibilities of homestay families related to helping Volunteers:
  - Maintain their safety and security
  - Maintain their health and well-being
  - Observe and practice culturally appropriate behavior
  - Adjust and adapt to the Nepali way of life
- To introduce Homestay Families to American Peace Corps Volunteers':
  - Cultural, Ethnic, Sexual Orientation, and Age Diversity
  - Lifestyle preferences, particularly: food/diet, privacy, communication styles, etc.
- To expose Homestay Families and Volunteers to both the challenges and joys of homestay experience.

**Requirement**

The successful contractor shall furnish all labor, supervision, project management, necessary supplies, equipment, and any other items like narrator identification, proposed work schedule, preparation of audio/visual script, including rewrites, music and graphics, sound mixing and sweetening with addition of sound and musical effects, final color correction necessary to revise the 2012 previously produced 18-minute high quality video to a 21-24 minutes high quality video.

Attachment I of this RFQ lists the specific changes/additions/deletions necessary from the 2014 homestay video.

The contractor will work with Peace Corps Nepal and the specific duties will include, but are not limited to,

1. Develop an approach to revise eighteen minute high-quality video based on a concept provided by Peace Corps.
2. Field-based video filming at 5 current Volunteer sites (in 2-3 Districts) in the West and Mid-Western development regions, details on selected sites will be provided by Peace Corps.
3. Including accurate subtitles in English and Nepali as necessary/appropriate.
4. Editing and any video production, incorporating a process of previews and feedback from Peace Corps, needed for a completed product.
5. The final product is two identical videos, one in English with English subtitles for the Nepali interviews, and the second in Nepali with Nepali voice-overs for the English interviews.

**Materials to be Provided to the Successful Offeror:**

Peace Corps' requirement is to modify the existing video and produce and updated homestay video. As such, Peace Corps will provide to the successful offeror the following materials for use in this proposed contractual engagement:

- 1) Homestay video raw files consisting of the following:
  - a. 397 GB of raw footage and the final videos.

- b. 2,671 files organized into 104 folders, organized by location of shooting and subject.
  - c. The final 2014 Peace Corps Homestay videos, both English and Nepali versions, 1.25 GB in English, 1.13 GB in Nepali
- 2) Locations for filming (estimated at 5 locations in 3 Districts in the Western and Mid-Western Development Regions)

**Proprietary Rights:**

Peace Corps Nepal shall have unlimited rights to all documents/material produced under this contract. These documents and materials may not be used or sold by the contractor

**C. Location of Work**

2-3 Districts of west and Mid-west region of Nepal for filming and contractor's own work location for video production as well as Peace Corps/Nepal's offices in Chakrapath, Kathmandu for periodic meetings.

**D. Delivery Schedule**

Start of work: (8 July 2016)

Draft Report submission : 5 weeks after Start i.e 12 August 2016

Completion of works: 7 weeks after Start i.e 31 August 2016

**Delivery Location:**

Peace Corps Nepal, Chakrapath, Maharajganj, Kathmandu, Nepal

**E. Acceptance Criteria of Quote**

The quote must meet the submission requirements listed in Section I of this solicitation or it will not be considered.

**F. Contract Terms and Conditions**

As stated in the standard Peace Corps Firm Fixed Price contract.

**G. Peace Corps Payment Schedule and Terms**

Supplier will receive payment in approximately 2-3 weeks after acceptance and receipt of valid/accurate invoice. Payment terms are negotiable.

**H. Evaluation Factors:**

This is best value procurement and responses will be evaluated as follows:

Technical Evaluation Criteria (listed in descending order of importance)

Technical Approach – Including innovation and completion

Schedule and Project Management Plan

Proposed Personnel – Quality of project manager and video production manage

Past Performance references

Price

Award may be made to other than the low priced quote. The award will be made to the total quote that offers the best value in accordance with the above evaluation factors.

**I. Instructions to Vendors:**

- a. Please read RFQ in its entirety including factors that will be considered in making award.
- b. Submission Requirements - Provide a detailed estimate by the stated due date. The submission should include the following:
  - 1) Technical Quote – provide the following

- i. Schedule – a schedule of activities and deliverables to meet the requirements of the statement of work
  - ii. Resumes – Include the resumes of the primary staff who will complete the activities
  - iii. Past Performance – Include up to 3 relevant and recent past performance references for similar work that includes customer contact information, dates of project completion, and either a short description of the project or previous video samples (either on digital material or providing web addresses)
- 2) Price Quote – provide the following
- i. A price quote that has sufficient detail to understand the parts of the cost.
  - ii. A total Firm Fixed Price quote
  - iii. A list of any assumptions needed to complete the work
- c. The quoted terms and prices cannot be increased at a later time.

Attachment I –  
Peace Corps/Nepal Homestay Video Revision List  
Statement of Work Addendum

S.No	Current Video		Revised Video	
	Approx length in Second	Current Content	Approx Length In Second	Revised Content
1	11 sec	PCV Tiara Cooking Scene	0	Needs to be Deleted
2	27 sec	Problems as said by PCV CJ	29 sec	Problems like what Domestic, Financial, Day to day activities, communication etc
3		No current content – new section	11sec	GON counterpart and Community counterparts should be in the video
4	1 Sec	Agriculture and Health Sector- PCV Tiara	1sec	Nutrition Sensitive Project
5	29 Sec	I cook, I get up early, I help family members in household chores by PCV Tiara	0sec	Need to be deleted
6	20 sec	School scene as PCV Tiara Featured	0sec	As it does not fall under framework, it should be deleted
7		No current content – new section	10sec	10 Farmers model, Kitchen Garden, Fruit Tree , composting, Language learning , nutrition education should be mentioned
8		No current content – new section	10sec	Language learning : How PCVs can learn from counterpart
9		No current content – new section	10sec	Must include Alcohol and domestic violence as information sharing that Host family shouldn't show to volunteers by Host family
10		No current content – new section	10sec	Change in Host family . After living for 3 months with Host family PCV might or might not live with host family further and can be changed
11		No current content – new section	10sec	PCV works with DADO and Health post but they do not need to go everyday
12		No current content – new section	10sec	Beneficiary can say they have been benefitted, they have been trained on new techniques in agriculture- Host family can mention
13	4sec	PCV CJ's father said he pays money for food	10sec	PCVs are here to support the village. In this they need place to stay and food to eat. If we can provide that , it will be for the betterment of community as a whole however they pay certain amount which will lessen the

				financial burden in the family.
14		No current content – new section	10sec	Video should be inclusive that Men and women all do their work themselves
15		PCV Tiara - Said I spent rest of the time		Should be "I spent most of the time"
16		No current content – new section	3sec	Host family is provided with PC office numbers. So Whenever there is emergency issue host family should call PC office
17		No current content – new section	10sec	Focus on PCV privacy with scenario if possible
18		No current content – new section	3sec	They need some time for integration after they come to site
19		No current content – new section	5sec	When volunteer are out for some time, host family should take care of the gardening, water the vegetables etc.
20		No current content – new section	10sec	Highlight meeting with Supervisor and PCV. Can include Monthly Report submission
21		No current content – new section		Subtitle change – designation of the staff person, Dinesh Karki
22		No current content – new section		Subtitle change – designation of the staff person Raju Kandel
23		The Host family has to ensure food, housing, and sanitation.	1 sec	For this scene, please provide a visual of a clean bathroom in the home of a typical PCV.